

Purpose

To establish field trips as an educational and instructional experience.

Definitions

Field Trip - A trip designed to support, enhance, and extend classroom instruction and curriculum and to provide cultural experiences for students and rewards for student performance.

Sanctioned Field Trip – A field trip which has been approved by the principal of the particular school involved and the ACPS administration. All other trips are considered unsanctioned trips.

Day Field Trip - A trip that may include in-state or out-of-state travel and does not include an inter-scholastic competition.

Extended-Day Field Trip - A trip that occurs before and/or extends beyond the student school day. An extended day field trip may include in-state or out-of-state travel and does not include an inter-scholastic competition.

Overnight Field Trip – A trip that involves an overnight stay away from home. An overnight field trip may occur in-state or out-of-state, but not outside of the United States and does not include an inter-scholastic competition.

Foreign Travel - Any trip or portion of a trip that is taken outside of the United States.

Public Carrier – A transporter of passengers which holds itself out in its dealings and course of business with the public as being ready and willing for hire to perform such transportation services rendered by it and within the field of its operations for the public generally.

Policy Statement

The Board of Education recognizes the field trip as an integral part of the instructional program. The primary purpose of field trips is to enhance the instructional program. The approving authority must consider the loss of instructional time in the context of the educational day.

Field trips shall demonstrate recognition of students' needs, interests, and abilities as evidenced by careful planning. Sanctioned field trips will be approved if they meet the requirements of the regulations.

A field trip shall capitalize on resources including historic sites, museums, and cultural exhibits that expand students' experiences beyond the immediate community. When participating in field trips, students have the opportunity to develop and foster skills in real world settings, as well as to apply information learned in an academic classroom. As an outgrowth of participation in field trips, students shall engage in reflection and meaningful follow-up.

For a field trip during the school day to be considered for approval, it must support, enhance, and extend classroom instruction or promote cultural experiences such as visits to museums, nature centers, and the like. Field trips which are intended as rewards or celebrations must have a compelling reason to be considered for approval when it requires using instructional time.

Performing arts field trips which include competitions and adjudications are considered an extension of the curriculum. Multiple day performing arts field trips will be limited to one per year, unless otherwise approved by the Superintendent or designee.

Field trips clearly aligned to and a logical outgrowth of the curriculum shall be available to Allegany County Public School students as part of a carefully planned experience. The safety and security of students, the appropriate use of instructional time, and the utilization of school personnel are important

considerations when planning field trips. Students with disabilities are to be afforded a reasonable opportunity to participate in Board of Education field trips. If reasonable accommodations and modifications are necessary for equal access, they are to be provided.

While on an approved field trip, participating students are expected to adhere to behavior expectations outlined in the Student Discipline Policy (FILE: JK)

The Board of Education further recognizes that students may desire to participate in foreign travel programs which provide a unique opportunity for students to broaden their knowledge of other cultures. It is the expectation of the Board of Education that school system staff shall consider the safety and security of students in planning and granting approval for foreign travel.

Further, the staff shall inform the Superintendent of the foreign travel programs operating under the auspices of the Allegany County Public Schools.

ACPS assumes no responsibility for and neither approves and regulates nor prohibits unsanctioned field trips. This policy only applies to sanctioned field trips.

Legal Reference			
Section 504 of the Rehabilitation Act of 1973	Americans with Disabilities Act (ADA) of 1990	34 CFR 104.34 34 CFR 104.37 (a)(i)	
Policy History	Adopted	Reviewed	Revised July 12, 2007, 1 st Reading Aug. 14, 2007, 2 nd Reading Jan. 08, 2013, 1 st Reading Feb. 12, 2013, 2 nd Reading Nov. 9, 2016, 1 st Reading Dec. 13, 2016, 2 nd Reading July 18, 2017, 1 st Reading Aug. 22, 2017, 2 nd Reading